

## **Early Mental Health Initiative Request for Application—EMHI 2007**

Sacramento Information Meeting—March 12, 2007  
Orange County Information Meeting—March 19, 2007

### **Questions and Answers**

#### **GENERAL INFORMATION**

**Does the DMH have a list of "approved" science-based/research-based programs? If so, can the program be a "promising" versus "exemplary" program?** The DMH does not maintain a list of "approved" programs, as is the case with some other grant sources. Applicants for Early Mental Health Initiative (EMHI) grants are required to provide research that directly or indirectly supports all components of the proposed services. The exception to this requirement is programs proposing Primary Intervention Program (PIP) services, which are not required to provide research for the PIP component. Requirements for research are outlined in the RFA (Key Elements, page 3; Part 4 page 33).

**On what page is the list of automatic deductions?** It is found on page 4 of the RFA.

**If a school site has received grant funding for a Primary Intervention Program (PIP) in two prior EMHI grants, can the site ask for funding for PIP or an augmentation of funding for PIP at that site again?** A school site may only receive EMHI grant funding for the same services twice from 1992-93 to present.

**Could an LEA apply for a grant for the same services for which they have received EMHI grant funding for the last three years at the same sites?** EMHI grant funds can be requested for the same type of program services that are currently being provided *only* if you are *augmenting* those same services, *and* if you have only received EMHI grant funds for these services in one prior EMHI grant since 1992. In this case, the LEA would be required to continue funding the services at the same level at which the services were provided during the 2006-07 year, and this funding must be included in the budget match during all three years of grant funding. Under this condition, the LEA could apply for an augmentation of services with grant funds. See the definition of augmentation on page 8 of the RFA.

**Can an LEA submit more than one application of any particular model per year?** An LEA may only submit one application for each specific model each year (PIP, Other Model, Enhanced PIP, etc.) An LEA may submit applications for more than one model (one model per application), providing none of the sites appear in more than one application, and the total number of sites included in the

applications does not exceed the total number allowable as described in the Request For Applications (see RFA p. 9-11). A list of types of program models is found on page 7 of the RFA.

**Can EMHI funds be used for district mandated services?** Welfare and Institutions Code Section 4380 (J) (10) notes that the applicant must provide “Assurance that grants would supplement and not supplant existing local resources provided for early mental health intervention and prevention services.” An existing service is any service being provided at the time the application is written and submitted to DMH (RFA p. 13).

EMHI is not simply a specific curriculum or program; it is also the implementation of a curriculum or program service guided by the key program elements (RFA p. 2-3). Applicants should describe how their proposed services use the key elements of EMHI to supplement rather than supplant district mandated services.

### **PROGRAM SERVICES**

**Do schools normally have the activity room space on school grounds?** Yes, the activity room space for direct services needs to be on school grounds.

### **PROGRAM STAFFING**

**Do staff positions need to be described in the Program Staffing narrative if they are included in the budget?** Yes, if a staff person is listed in the budget, the role of that person in the program should be described in the application narrative under Program Staffing.

### **BUDGET**

**Can the Budget Form be downloaded from the internet?** Yes, the Budget Form, as well as other forms, may be downloaded in Adobe PDF or Microsoft Word formats. In PDF form, the applicant will need to complete the forms with a typewriter. In Microsoft Word form, the applicant will need to be sure that all margins, formatting and content are included when the final form is printed and submitted with the application. The applicant needs to be certain that all sections and requested content of the original document remains on the page during the process of typing and printing. DMH takes no responsibility for any errors in a form downloaded and completed with MS Word. Forms may be found at [www.dmh.ca.gov/emhi](http://www.dmh.ca.gov/emhi).

**Is it acceptable to include in the budget costs for an EMHI Fall Conference and Spring Regional Conference?** Yes. The applicant is encouraged to include costs for program professionals to attend the mandatory one-day orientation for new projects, as well as the EMHI Training Conference, which is anticipated to be 1 ½ days in October-November. Funding for the optional

regional meeting in spring may also be included in the budget. The recommended funding levels are found in the sample budget line item narratives on page 46 of the RFA (LINE 15: Travel).

**Can an applicant request grant funds to cover the costs for program staff to travel between school sites?** Yes, costs for travel related to providing program services described in the application narrative can be requested in the grant or included in match. The costs should reflect a reasonable travel reimbursement rate. Travel expenses are most often used for staff travel to supervision and training meetings, or to EMHI sponsored events (EMHI Training Conference, New Project Orientation, Regional Meeting).

In some rural areas, it may be necessary for a child aide to serve more than one school and be reimbursed for travel between sites. In such a case, the travel may include somewhat long distances. In more urban areas, long distance travel is generally not necessary except as mentioned above.

**If an LEA has assigned administrative overhead cost higher than 5%, can the costs above 5% be included in match funds?** Yes, a maximum of 5% of the total grant request may be included for administrative overhead costs. If the LEA's administrative overhead costs exceed 5%, the excess costs may be included in match.

**Do staff positions such as custodial and clerical services need to be described in the narrative if they are included in the budget?** Yes, if a staff person is listed in the budget under grant request or match, the calculation should appear in the budget narrative, and the role of that person in the program should be described in the Program Staffing section of the application narrative. Pages 43-44 of the RFA provide instructions and sample formulae for calculating personnel costs.

**Can costs for space used in the program be included in the budget?** Yes. Costs for use of the space may be included in budget match for a maximum total of 25% of the total grant request. Space costs may only be included in the match portion of the budget and may not be included in the "Grant Request" portion of the budget. For example if the total grant request is \$20,000, the LEA may include up to \$5,000 in the budget match for the cost of space dedicated to program use. If included in the budget match, the applicant must provide a clear formula describing how the actual costs were determined by the LEA. Examples are provided on page 45 of the RFA.

**Is the budget match required to be 50% of the total program cost?** The total requested grant dollars cannot exceed 50 percent (50%) of the TOTAL program cost. (Total program cost equals the grant request plus *all* match.) The total state grant funds requested must be matched by local matching funds (LEA plus Other Match) for each year of the funding cycle. The total state grant funds

requested for any given year in the funding cycle cannot exceed the total amount of local matching funds, nor can it exceed the total amount requested on the Budget Form (RFA p. 42) and the Grant Request Form (RFA p. 59). Local matching funds may include a combination of cash and in-kind services provided by the LEA and cooperating entity. For example, if the application requests an annual amount of \$126,000 in EMHI grant funds, then local match of at least an annual amount of \$126,000 of cash and in-kind services must be identified.

**Is there a specific time at which the LEA should bill the DMH?** Yes, LEAs are asked to bill twice a year. After grants are awarded, Program Coordinators will be provided training and written instructions regarding the billing timelines and process.